

CSC Adopted: May 2004 , CSC Revised: _____**Class Title: Veterinary Technician****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides daily care to exotic and domestic animals in exhibits and holding facilities. Participates in education, conservation and research involving the animal collection. Supervises the veterinary clinic operations and medical care program under the general direction of Animal Division management and the Veterinarian. Performs other duties as assigned.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	VH	Maintains and operates the veterinary clinic and clinical laboratory in compliance with all federal, state and local regulations. Under general supervision of the Veterinarian, prepares, dispenses and administers medications to animals; assists in the performance of surgery and treatment of animals. Conducts blood, urine and fecal laboratory sample analysis, radiography and radiograph developing, water quality testing and other testing as required.
2	S	Prepares and maintains medical records, animal daily reports, inventories and stores of medications, medical supplies, and laboratory and clinical equipment; initiates purchase orders as needed. Provides equipment, supplies, and recordkeeping for all animal examinations, surgical procedures, and necropsies.
3	H	Cares for animals by preparing individual diets, feeding, grooming, administering medications, and observing behavior.
4	M	Cleans clinic and laboratory facilities; monitors and maintains appropriate environmental conditions for animals.
5	L	Assists in or conducts approved research; participates in field activities and the transportation of animals; and enforces visitor regulations.

CSC Adopted: May 2004 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One year of experience in the care and maintenance of exotic animals.
Certifications and Other Requirements	Licensure in the State of Virginia as a Veterinary Technician. Valid Driver's License.
Reading	Work requires the ability to read various reports, technical journals, equipment manuals, and related periodicals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, algebra, and statistics.
Writing	Work requires the ability to write articles, research papers, daily logs, reports, proposals, and presentations.
Managerial	Managerial responsibilities include planning animal care, clinic operations and laboratory maintenance activities, maintaining inventory, and allocating resources.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of zookeepers, helpers, interns, and volunteers.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Standing at counter for lab procedures, exams and surgeries
Sitting	F	Computer work, meetings
Walking	F	Walking through zoo to animal exhibits
Lifting	F	Lifting animals and equipment
Carrying	F	Carrying medications, vet box, and animals
Pushing/Pulling	O	Use of hand dolly, pulling exhibit doors open, pushing equipment into position
Reaching	F	Obtaining supplies from shelves and catching animals
Handling	F	Handling animals, equipment and supplies
Fine Dexterity	F	Typing on computer keyboard, using lab equipment
Kneeling	O	While restraining animals and performing surgeries
Crouching	O	While restraining animals and performing surgeries
Crawling	R	Searching for dart equipment, taking samples, etc.
Bending	O	Picking up equipment and various objects; restraining and examining animals
Twisting	O	Animal captures, surgery, escaping from aggressive animals
Climbing	O	Turn off lights/air conditioning, assist with animal captures, escape from aggressive animals
Balancing	R	Animal introductions or emergencies; walking on walls or fences
Vision	C	Computer work, recording data, observing animals
Hearing	C	Listening to staff; taking inquiries, listening to animals for vital signs
Talking	C	Oral communication with staff and visitors
Foot Controls	O	Driving, walking, and maneuvering into exhibits
Other (specify)		

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X-ray machine, anesthesia machine, dart guns, capture rifles, catch poles and nets, squeeze cages, pulse oximeter, ultrasound, autoclave, computer, telephone, fax machine

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	W	Office Environment	--
Chemical Hazards	D	Extreme Temperatures	W	Warehouse	--
Electrical Hazards	M	Noise and Vibration	M	Shop	--
Fire Hazards	M	Fumes and Odors	D	Vehicle	--
Explosives	M	Wetness/Humidity	W	Outdoors	X
Communicable Diseases	M	Darkness or Poor Lighting	M	Other (see 2 below)	X
Physical Danger or Abuse	W				
Other (see 1 below)					

(1)

(2) Clinic, laboratory

PROTECTIVE EQUIPMENT REQUIRED:

Rubber gloves, face shield, x-ray apron, bite gloves

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	

(3)